



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 4<sup>th</sup> INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544

REPLY TO  
ATTENTION OF

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum – Safety

1. References.

- a. Army Regulation 385-10, The Army Safety Program, dated 29 Feb 2000.
- b. DODI 6055.4, Traffic Safety Program, dated 20 Jul 1999.
- c. DA Memorandum, Army Safety and Occupational Health Objectives for Fiscal Year 07, dated 13 Oct 06.
- d. Forces Command Regulation 385-1, Forces Command Safety Program, dated 31 Mar 98. with changes 1 through 5.
- e. Field Manual 5-19, Composite Risk Management, dated Aug 2006.
- f. Fort Hood Memorandum, SAFETY-01, III Corps Command Risk Management and Accident Prevention Program, dated 05 Jan 07.

2. Purpose. To establish the Division Commander's policy on safety for all assigned personnel and family members in the 4th Infantry Division.

a. Safety Awareness Policy.

(1) A genuine concern for the well-being of our Soldiers and families, and the care of our equipment are key elements of force protection. As the Division Commander, I am also the Division Safety Officer. The Safety Staff are my advisors and are charged with ensuring the division's Safety Program focuses on the established standards and my guidance. All Commanders and Command Sergeants Majors of 4th Infantry Division Soldiers are the Safety Officers and Safety Noncommissioned Officers of their respective commands and are charged with ensuring their safety programs comply with established safety requirements and this policy memorandum. Leadership is a 24 hour, 7 day a week job, you must stay engaged. Soldiers must be responsible for their actions, perform to standards, and have the discipline to do the right thing in any situation.

(2) Additional Duty Safety Officers and Additional Duty Safety Noncommissioned Officers (ADSO/ADSNCO) will be appointed down to company level IAW AR 385-10, Para 2-1f and FORSCOM Reg. 385-1, Para 11-2a(1) to assist Commanders in implementing effective,

mission enabling safety programs. All Soldiers assigned to these duties will complete the Additional Duty Safety Course (ADSC) online and Commanders Safety Course (CSC) online at the United States Army Combat Readiness Center (USACRC) website <https://crc.army.mil>, select CR University, and log on. Additionally, they will attend the two day III Corps Safety Officer/NCO course offered at Fort Hood. Those Soldiers not stationed at Fort Hood will complete their locally provided ADSO course. The CSC online will be completed within 30 days of assignment to the position, and the Additional Duty Safety Course online and Fort Hood and III Corps Safety Officer/NCO Course or their locally provided course within 45 days of assignment to the position.

b. Safety Briefings and Discussions will be used by Leaders to become engaged with, getting eye to eye with and face to face with his/her Soldiers. Safety briefings will be conducted:

- (1) Prior to weekend release;
- (2) By Battalion Commanders prior to Holiday/Long Weekends;
- (3) Monthly by Battalion Commanders;
- (4) Prior to individual Pass, Leave, TDY, or PCS;

(5) For newly assigned Soldiers within 72 hours of arrival. Covering topics from Appendix D of III Corps and Fort Hood Supplement 1 to AR 385-10.

c. On/Off Duty Fatal Accidents or Near Fatal Accidents: Briefings will be in accordance with current Division Incident Review Board and Enlisted Fatality Review Board guidance. Additionally, the accident will be investigated and reported IAW AR 385-40.

d. Quarterly Training Briefings. Commanders will address their safety policies, goals, initiatives and results during his or her quarterly training briefings.

e. Composite Risk Management (CRM). Commanders must ensure their leaders/staff integrate CRM into the planning and execution of all missions and activities. To ensure a thorough understanding of CRM, all of our Leaders and Soldiers must complete the Army's Composite Risk Management (CRM) Basic Course NLT 1 APR 07 or within 60 days of assignment. This course is available at the USACRC website at <https://crc.army.mil>, select Composite Risk Management, select CRM Basic Course. Leaders may only accept those residual risks left after control measures are implemented. The risk acceptance/approval authority levels within the 4<sup>th</sup> ID are as follows:

- EXTREMELY HIGH – First General Officer in the Chain of Command
- HIGH – Brigade Commander
- MODERATE – Battalion/Squadron Commander
- LOW- Company/Troop/Battery Commander



3. Accident Prevention. All Soldiers must be responsible for their actions both on and off duty. Leaders, and especially first line leaders, must get to know their Soldiers; their off duty plans, and communicate with them methods to protect themselves from accidental hazards and provide expectations for safe behavior. This is the foundation of engaged leadership.

a. Motor Vehicle Accident Prevention. Commanders and leaders will aggressively implement the Chief of Staff, Army (CSA) directed Six Point POV Accident Prevention Plan using the most current POV Toolbox from the USACRC website at <https://crc.army.mil>, select Driving/POV, Tools, then POV Toolbox and Leaders Guide.

(1) For POV travel, Soldiers will use the ASMIS-2 risk assessment tool on the USACRC website at <https://crc.army.mil>, select Going on Leave/Pass/TDY. ASMIS-2 will be used when going on pass, leave, TDY, PCS or any trip over 150 miles. They will review and discuss the results from this program with their first line leader. ASMIS-2 can and should also be used to safely plan any driving trip. Only when internet access is impossible will Soldiers and leaders use locally produced pre-trip safety checklists as an alternate method of planning and reviewing travel plans. All personnel will also comply with requirements outlined in AR 385-55, the applicable installation Traffic Code, 4ID Policies, and unit accident prevention policies.

(2) Units will implement the Army Traffic Safety Training Program (ATSTP) which consists of a suite of courses that replaces the Defensive Driving Course. This is a multiphase program that begins when a Soldier first enters the military. The first phase is taught at the initial training station. The Local Hazards Course and Intermediate Drivers Training Course are provided by the installations and are required for all military personnel under 26 years of age who possess a driver's license.

(3) Army Motor Vehicle (AMV), including Non-Tactical Vehicles (NTV), and Army Combat Vehicle (ACV) licensing and drivers training will be to the standards outlined in AR 600-55 and the appropriate Training Circular for each vehicle type. The Army's Accident Avoidance Course (AAC) course is required for all Army Motor Vehicle operators (military and civilian). This course must be repeated every four years and is available at the USACRC website at <https://crc.army.mil>, then CR University, log on. All AMVs/ACVs in this command will be operated IAW AR 385-55 and local driving regulations.

(4) Commanders and Leaders will thoroughly understand and continue to enforce the motorcycle safety requirements outlined in DODI 6055.4, AR 385-55 and the 4ID Motorcycle Safety Policy. These requirements apply to all Soldiers who own/operate a motorcycle on and off post. Army motorcycle safety training has been standardized and is available at Fort Hood, Fort Carson and Fort Sill in both Basic and Experienced Rider Courses. These courses are free of charge and are Motorcycle Safety Foundation (MSF) approved. All motorcycle riders and Leaders will comply with the current 4ID Motorcycle Safety Policy.

b. Company Commanders will conduct the "Next Accident Assessment for Leaders" and ensure that each Soldier conducts the "Next Accident Assessment for the Individual" at least quarterly. Both assessments are available at <https://crc.army.mil>, select worksheets/checklists/tools, select Next Accident Assessment. I expect Commanders and NCOs



to identify high-risk personnel/families in need of special care and assistance, and to implement proactive, risk-reducing measures and controls in all Soldier activities, on and off-duty. The Soldier Risk Index (SRI) will be used to assist NCOs, especially first line supervisors, in identifying high-risk behaviors and providing early intervention. Squad leaders will complete the SRI Program of Instruction (POI) within 60 days of assignment to position. The POI is posted at the FORSCOM website <https://freddie.forscom.army.mil/safety>. Additional controls are found in the 4ID Summer and Winter Personal Risk Management Guides to assist Leaders and Soldiers.

c. Weapons safety and negligent discharge prevention are paramount both in combat and non-combat environments. Soldiers must know how to properly handle their weapons and weapon systems, maintain muzzle awareness at all times, treat any weapon or weapon system as if they were loaded, and properly clear them per the current Soldiers Manual of Common Tasks. Soldiers must exercise trigger finger discipline, and continuously ensure firing selector-switches are in the proper position for the situation. Leaders will always be involved in "two man" clearing of all individual, crew served and main gun weapons systems.

4. Command Emphasis. Commanders will ensure the following activities and tools are enacted in their units:

a. Quarterly/Annual Training Guidance: Commanders will address safety and composite risk management in his or her published training guidance.

b. Quarterly Safety Council: The Division will conduct a safety council each quarter attended by MSC and separate Battalion Commanders, CSMs, and Safety Officers to review safety accomplishments, evaluate trends and develop strategies for safe operations in the future. All MSCs and Separates will conduct quarterly Safety Councils to review current safety in those organizations.

c. Quarterly Safety Stand-Down Days will be conducted at Brigade or separate Battalion focusing on accident trends and accident prevention. Topics will be based on seasonal hazards, upcoming training and deployments, safety education, and Division guidance. POV accident prevention and CRM will be included in every Quarterly Safety Stand-down Day.

d. Commanders Safety Course (CSC). As directed by the CSA, prior to assuming command, all Commanders must complete the Army's Commander Safety Course (CSC). Company Commander Designees must provide proof that they have completed the CSC prior to taking command. The Brigade S-1 will ensure Commanders have completed the course.

e. Army Readiness Assessment Program (ARAP): As directed by the CSA, Battalion Commanders will utilize the ARAP to assess his or her unit's safety climate. Battalion Commanders will register within 30 days of assuming command and complete the assessment within 45 days of registering. Registration can be accomplished on line at <https://crc.army.mil>, select Unit Readiness Survey Tool or by calling DSN 558-9362/9566.

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f. FORSCOM Loss Prevention Leadership Program (LP2). First Sergeants/Master Sergeants and Command Sergeants Major/Sergeants Major will complete the CSC. A copy of the certificate will be provided to the next CSM in the NCO support channel and a copy added to the individual's training records. All NCOs in the rank of Corporal through Sergeant First Class will complete the Additional Duty Safety Course. The website for both is <https://crc.army.mil>, select CR University, then log on.

g. Safety Information. Safety Alerts and Bulletins, Preliminary Loss Reports, III Corps Red & Yellow Hash messages will be briefed by the entire command, down to the lowest level. This information will then be placed on safety information boards in company areas for continuous review.

h. Accident reporting. All Accidents will be reported to the Division Safety office thru the respective Brigade Safety Officers IAW AR 385-40 and DA PAM 385-40. Commanders will assess the cause of the accident and back brief their subordinates on actions to avert future accidents.

i. Command Calling Cards: Commanders will ensure all soldiers carry on their person the telephone numbers of their chain of command and local taxi companies. Encourage Soldiers to call their chain of command or a local taxi for assistance when under the influence or encountering other hazardous environments.

5. It is vital that we do everything we can as leaders to ensure the protection of our most valuable resource –our Soldiers and their Families. If you see an unsafe act or condition, have the courage to make an on the spot correction! If you cannot fix it, bring it to the attention of the chain of command. Do not walk by hazards; never compromise the safety of yourself or others. Requiring tasks to be performed to standard will result in a reduction of accidents, increase the Divisions combat capabilities, and safeguard the welfare of our Soldiers.



JEFFERY W. HAMMOND  
MG, USA  
Commanding